Edit Participant

Add New Participant Participants

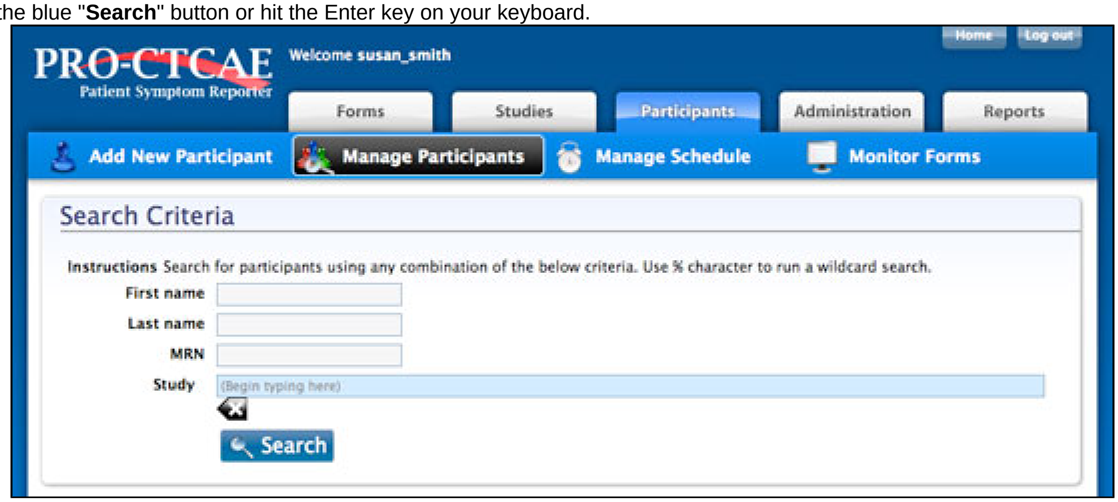
Important

The Lead Site CRA, Lead Site PI, Site CRA, and Site PI may edit participants in the PRO-CTCAE system.
Hover over the "**Participants**" tab in the top navigation bar.

Click on "**Manage Participants**" in the lower navigation bar that appears.

Search Criteria

1. You can search for a participant by typing his or her first name, last name, MRN, and/or study.
2. You can also search by study name. Start typing the study name in the blue box. A drop-down menu of study names will appear. Scroll down and click on the one you want. If you choose the wrong study and want to clear the field, click on the white "X" in the small black icon.
3. Click on the blue "**Search**" button or hit the Enter key on your keyboard.



Results

Here you'll see all participants who match your search criteria. To change the number of results on each page, use the drop-down menu to choose the number you want to see.
(If you don't see the participant you were looking for and need to add him or her, click on the blue "**Create New Participant**" button beneath the Results heading.)

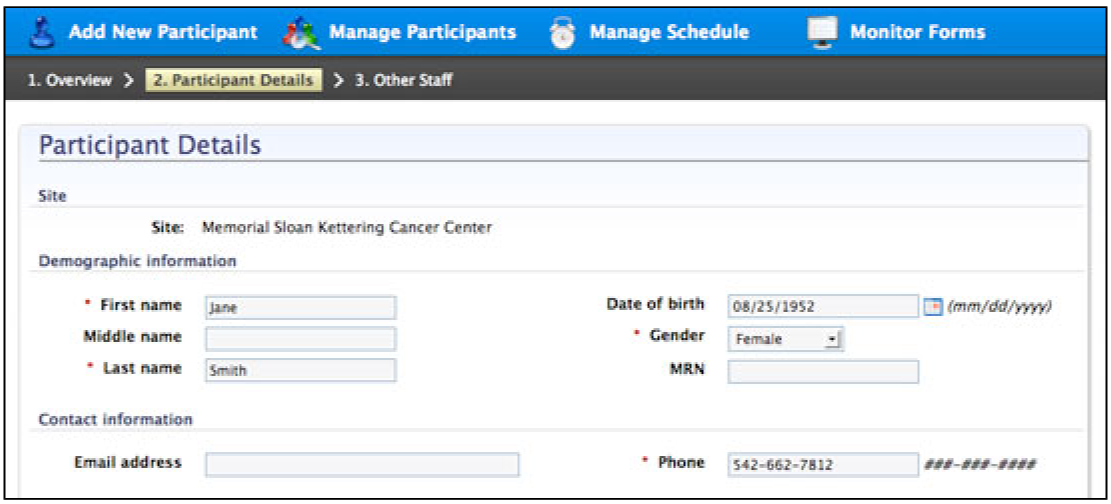
Overview

Review the participant's demographic information, contact information, login information, assigned study, site PI, site CRA, primary staff, and other staff.

To change the participant's demographic information, contact information, login information, primary staff, or other staff, click on the corresponding blue heading with the pencil icon next to it.

If the information is correct, click on the green "**Continue**" button at the bottom right of the screen.

Participant Details



Site

This is the name of the participant's site. This is a read-only field.

Demographic information

If you want to edit this information, click in the gray box and make the change. To change the birth date, use the mm/dd/yyyy format, or click on the calendar icon to choose the date.

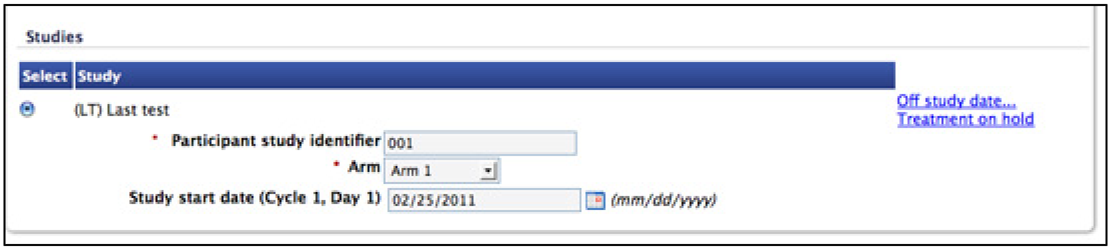
Contact information

If you want to edit this information, click in the gray box to make the change. Use the ########## format for the phone number.

Login information

To reset the password, click on the "**Reset password**" link. Enter the new password in the two fields that will appear. The password must be at least 6 characters. If you want to hide the password, click on the "Hide password" link.

Studies

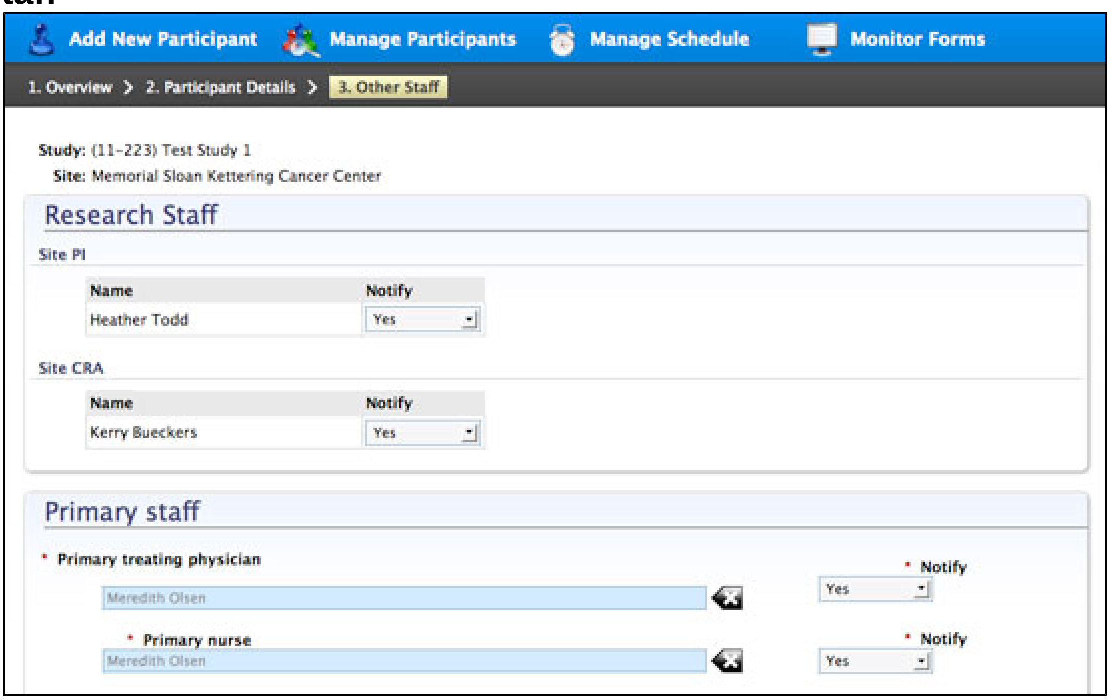


1. To change the participant's study identifier, click in the gray box to make the change.
2. To choose a different study arm, use the drop-down menu to make the change.
3. To change the study start date, type in the date using the mm/dd/yyyy format, or click on the calendar to choose the date.
4. To set a treatment end date, click on the "Off study date ..." link. A dialog box will ask if you are sure you want to do this. Type in the date using the mm/dd/yyyy format, or click on the calendar to choose the date. Click on "Assign Date" to confirm or "Cancel" if you are not ready to set the date. Remember that taking a participant off treatment in PRO-CTCAE is irreversible.
5. To put all of the participant's future scheduled forms on hold, click the "Treatment on hold" link. Type in the date using the mm/dd/yyyy format, or click on the calendar to choose the date. Click the red "Begin Hold" box to implement the hold, or click "Cancel" depending on what you want to do.

You now have three options

1. To save your work and go back to the "**Overview**" section, click on the blue "**Save & Back**" button in the bottom left of the screen.
2. To save your work and return later, click on the blue "Save" button in the bottom right of the screen. You can now navigate to any other screen.
3. To save your work and go to the "**Other Staff**" section, click on the green "**Save & Continue**" button in the bottom right of the screen. You can also get there by clicking on "**Other Staff**" in the top navigation area.

Other Staff



Research Staff

The Site PI and Site CRA are listed here. If needed, you can change their notification status by using the drop-down menu.

Primary staff

1. The primary treating physician and the primary nurse assigned to this participant are listed here. To edit the information of either one, click on the white "X" in the small black icon next to the name you want to change.
2. To enter a new person, start typing his or her name in the field. A drop-down menu of names will appear. Scroll down and select the correct name. If you choose the wrong name and want to clear the field, click on the white "X" in the small black icon.

3. If needed, you can change the notification status for staff by using the drop-down menu.

Other Staff

1. The names of any other staff assigned to this participant appear here. To change the name of any staff, click on the white "X" in the small black icon next to the corresponding name.
2. To add more staff associated with a participant, click on the "**Add**" button. Start typing his or her name to enter the name of the staff member. A drop-down menu of names will appear. Scroll down and click on the correct name. If you choose the wrong name and want to clear the field, click on the white "X" in the small black icon.
3. Select Yes or No for the notification status by using the drop-down menu. If you select "Yes" it means that this clinician or staff member will receive notifications from the patient reporting system.
4. If you want to add more staff, click on the "**Add**" button and repeat the above steps.

You now have two options

1. To save your work and go back to the "**Participant Details**" section, click on the blue "**Save & Back**" button in the bottom left of the screen.
2. To save your work and return later, click on the green "**Save**" button. You can now navigate to any other screen.